



GOVERNMENT OF KERALA

Finance (Planning A) Department

No.25/2023/Fin.

Dated, Thiruvananthapuram, 10/ 03/2023

CIRCULAR

Sub :- Revised Procedure (SNA System) for Centrally Sponsored Schemes - Compliance of Guidelines and Instructions-Reg.

- Ref :-
- 1) Circular No.44/2021/Fin dated 24-05-2021.
 - 2) Circular No.91/2021/Fin dated 16-10-2021.
 - 3) Circular No.93/2021/Fin dated 21-10-2021.
 - 4) Circular No. 104/2021/Fin dated 06-11-2021.
 - 5) Circular No. 120/2021/Fin dated 16-12-2021.
 - 6) Circular No.12/2022/Fin dated 21-02-2022.
 - 7) Circular No.28/2022/Fin dated 02-04-2022.
 - 8) Circular No.29/2022/Fin dated 05-04-2022
 - 9) Circular No.37/2022/Fin dated 11-05-2022
 - 10) Circular No.49/2022/Fin dated 27-06-2022.
 - 11) Circular No.64/2022/Fin dated 25-07-2022.
 - 12) Circular No.88/2022/Fin dated 25-10-2022.
 - 13) Circular No.107/2022/Fin dated 17-12-2022.
 - 14) Circular No.01/2023/Fin dated 05-01-2023.
 - 15) GO (P) 38/2022/Fin dated 26-03-2022.
 - 16) OM F.No.1(13)/PFMS/FCD/2021 dated 23/03/2021 of Department of Expenditure, Ministry of Finance, Government of India.
 - 17) DO letter No. 1/(08)/PFMS/2023 dated 22-02-2023 of Secretary, Ministry of Finance, Government of India.

The 'Single Nodal Agency (SNA)' System has been introduced by Government of India as the revised procedure for release of funds, and monitoring of the utilization of funds under the Centrally Sponsored Schemes (CSS) which is mandatory to be followed by Departments and Implementing Agencies in Central & State w.e.f 1st july, 2021 onwards as

per the Office Memorandum cited the 16th above. Detailed instructions/guidelines referring to SNA system have been issued by the State Government based on this and the subsequent Office Memoranda/letters from the Government of India.

2) As per the guidelines in the circular cited first above, it was instructed that the 'funds of CSS shall remain in the Single Nodal Account and shall not be transferred' to any other bank account except for actual payments to Vendors/Beneficiaries under the scheme. All Agencies/sub offices below the jurisdiction of the SNA are to draw funds on real-time basis from the Single Nodal Account in their Zero Balance Subsidiary Accounts as and when payments are to be made to Beneficiaries/Vendors.

3) The Secretary, Ministry of Finance, Government of India vide his DO letter cited 17th above has informed that certain Single Nodal Agencies have violated the above guideline by transferring funds to non-SNA/non-Zero Balance Subsidiary Bank accounts of various Government Departments/Agencies by registering them as vendors, compromising with the visibility of funds and resulting in loss of interest. In view of the above, the following instructions are issued to all Single Nodal Agencies for strict adherence.

i) Single Nodal Agencies are hereby directed to ensure that the funds are kept in the Single Nodal Account itself, until there is a requirement to release funds to Beneficiaries/Vendors for the works completed/partially completed, which shall be done by allocating limit for the eligible amount to the respective Implementing Agency/Sub Office under the SNA. Fund release to Beneficiaries/Vendors can be either directly from the Single Nodal Account or through Zero Balance Subsidiary Accounts, on real-time basis. The cases using the mechanism stipulated in circular cited ninth above may be considered as exceptions.

ii) Single Nodal Agencies and other Implementing Agencies/Sub offices shall ensure that the drawing limits are set based only on the actual requirement to the Agencies below them.

iii) Single Nodal Agencies and other Implementing Agencies shall ensure that the Zero Balance Subsidiary Accounts opened below them are registered in PFMS without any delay. Any Zero Balance Subsidiary Accounts pending to be registered shall be registered and those accounts that are not required any more shall be closed at the earliest.

iv) As stipulated in Circular cited fifth above, all Single Nodal Agencies and Secretaries of Administrative Departments concerned shall ensure that all the bank accounts having balance of CSS except the Single Nodal Account and Zero Balance Subsidiary Accounts are closed and the unspent balances lying in them are refunded to the respective Single Nodal Account.

4) It is hereby reiterated that permission from the Finance Department and the concerned Administrative Department is not required for opening Single Nodal Account/ Zero Balance Subsidiary Account or to register them in PFMS. But, it shall be ensured that all necessary guidelines are complied with.

5) Also, Heads of all Single Nodal Agencies and Secretaries of Administrative Departments concerned shall ensure that all the guidelines/instructions issued regarding the Single Nodal Agency system issued via the various circulars and the Government Order cited above are strictly adhered to.

6) All the Heads of Departments are directed to convey the content of this circular to all Implementing Agencies of Centrally Sponsored Schemes under their administrative control for strict compliance.

BISHWANATH SINHA IAS
ADDITIONAL CHIEF SECRETARY (FINANCE)

To: All the Additional Chief Secretaries/Principal Secretaries/
Secretaries to Government.
All the Heads of Departments/Single Nodal Agencies/
Implementing Agencies
The Principal Accountant General (A&E), Kerala,
Thiruvananthapuram.

The Principal Accountant General (Audit) - I, Kerala,
Thiruvananthapuram.

The Principal Accountant General (Audit) - II, Kerala,
Thiruvananthapuram.

The Assistant Controller General of Accounts,
PFMS State Directorate, Thiruvananthapuram.

The Director, Programme Implementation Evaluation & Monitoring
Department.

The Director of Treasuries, Thiruvananthapuram.

Nodal Officer, www.finance.kerala.gov.in

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Forwarded/By Order,



Section Officer.